

7 September 1973

MEMORANDUM FOR: Chief, Agency Archives
THROUGH : Chief, Information Systems Analysis Staff
SUBJECT : Retention Plans and Instructions for Use
of Agency Archives

1. This is to confirm our conversation of 6 September 1973 in which I mentioned that the Records Management Conference Committee had requested current drafts on procedures for preparing retention plans and depositing material in Agency Archives. These drafts will be reviewed by one or two of the panels at the Conference as a preliminary step in issuing them as chapters in an Agency Records Management Handbook. I would appreciate it if you would review whatever written procedures now exist and update them as necessary. Please let me have your final version by 1 October 1973.

2. The Committee has also asked that you or your representative sit with the particular panel reviewing your draft to provide any technical advice or guidance needed.



Chief
Records Administration Branch

STAT

ACM:mj (7 Sept 73)

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